

**DACA LEGAL SERVICES FUNDING  
DEFERRED ACTION FOR CHILDHOOD  
ARRIVALS APPLICATION ASSISTANCE  
FY 17/18 QUARTERLY  
REPORT DLS-DACA (4/18)  
INSTRUCTIONS**

**CONTENT**

The quarterly DLS-DACA report contains statistical information for the DACA Legal Services (DLS) funding - Deferred Action for Childhood Arrivals (DACA) application assistance service during the reporting quarter. The purpose of the of the DLS- DACA is to screening for eligibility and assisting with the application process for initial or renewal requests of deferred action under the DACA policy with the United States Citizenship and Immigration Services (USCIS). The Welfare and Institutions Code (WIC) section 13302-13306 requires the California Department of Social Services (CDSS) to collect demographic data regarding the services provided through this funding. As outlined in WIC section 13302-13306, the CDSS will report detailed summaries of the number of clients served, demographic characteristics of those clients, non-profit organizational practices, and other related information on services provided.

**GENERAL INSTRUCTIONS**

Enter the **unique and unduplicated client counts** at the time of the DACA application completion or submission to the United States Citizenship and Immigration Services (USCIS). **Only count DACA cases that have been reported in the DLS invoices.** Enter "0" if there is nothing to report for an item. Do not leave any items blank unless otherwise noted.

**COLUMN INSTRUCTIONS**

Column Month 1: Enter the data for the first month of the applicable quarter.  
Column Month 2: Enter the data for the second month of the applicable quarter.  
Column Month 3: Enter the data for the third month of the applicable quarter.  
Column Quarter Total: It is the sum of Columns Month 1, Month 2 and Month 3.

**ITEM INSTRUCTIONS****PART A. APPLICATION ASSISTANCE**

Part A captures demographic data for applicants who complete or submit a DACA Simple or Complex Cases. For each individual, report information on race/ethnicity, language in which service was provided, country of origin, gender, age, educational attainment and county of residence is reported. For each reporting demographic, enter the data for each individual at the time of application completion or submission to USCIS.

1. DACA USCIS filing fees paid to the Department of Homeland Security:  
Report the DACA USCIS filing that were claimed in the DLS invoices.  
***Item 4 is automatically calculated. [Cells 1-3]***

**PART A. CONTINUED**

2. **DACA applicants assisted (Sum of Items 2a through 2f)** Cell **8** ***Quarter Total is automatically calculated [Cells 5-7]***
- a) **DACA initial application completed (Simple Case/ Client handles follow-up on his/her own):**  
Enter the unique and unduplicated number of applications that were completed for DACA status as part of the “Simple Case” context in each month during the quarter. The simple case application completion means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified immigration service provider. This includes the applicant handling the submission of the application on their own or being instructed not to submit an application due to lack of qualification or best interest. For monitoring purposes retain records such as: copies of intake tools, screening tools, full or limited representation agreement, form G-28 (If applicable), USCIS receipts (If applicable), and initial USCIS application (If applicable). Cell **12** ***Quarter Total is automatically calculated [Cells 9-11]***
- b) **DACA applications completed and submitted to USCIS (Simple Case/ filed with G-28 form):**  
Enter the unique and unduplicated number of applications that were completed and submitted for DACA status as part of the “Simple Case” where your program staff completed the USCIS application and filed form G-28 entry of appearance as part of your practice. **Do not count “Complex Cases” filed with a G-28 in this section.** In the “Simple Case” context with a G-28 filed, application completion and submission means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified immigration service provider and the provider submitted the application to USCIS along with a G-28 entry of appearance. For monitoring purposes retain records such as: copies of intake tools, screening tools, representation agreement, form G-28, USCIS application and USCIS receipts. Cell **16** ***Quarter Total is automatically calculated. [Cells 13-15]***
- c) **DACA application completed and submitted to USCIS (Complex Case/file with G-28):** Enter the unique and unduplicated number of DACA applications that were completed and submitted to USCIS as part of the “Complex Case” in each month during the quarter. In the Complex Case context, application completion and submission means that an individual applicant was assisted with eligibility screening, document assembly, final review, filed a G-28 entry of appearance and application submission to USCIS by a qualified immigration service provider. For monitoring purposes records such as: copies of intake tools, screening tools, representation agreement, form G-28, USCIS application and USCIS receipts. Cell **20** ***Quarter Total is automatically calculated. [Cells 17-18]***
- d) **DACA renewal application completed (Simple Case/ Client handles follow-up on his/her own):**  
Enter the unique and unduplicated number of applications that were completed for DACA status as part of the “Simple Case” context in each month during the quarter. The simple case application completion means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified immigration service provider. This includes the applicant handling the submission of the application on their own or being instructed not to submit an application due to lack of qualification or best interest. For monitoring purposes retain records such as: copies of intake tools, screening tools, full or limited representation agreement, form G-28 (If applicable), USCIS receipts (If applicable), and initial USCIS application (If applicable). Cell **24** ***Quarter Total is automatically calculated [Cells 21-23]***
- e) **DACA renewal applications completed and submitted to USCIS (Simple Case/ filed with G-28 form):** Enter the unique and unduplicated number of applications that were completed and submitted for DACA status as part of the “Simple Case” where your program staff completed the USCIS application and filed form G-28 entry of appearance as part of your practice. **Do not count “Complex Cases” filed with a G-28 in this section.** In the “Simple Case” context with a G-28 filed, application completion and submission means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified immigration service provider and the provider submitted the application to USCIS along with a G-28 entry of appearance. For monitoring purposes retain records such as: copies of intake tools, screening tools, representation agreement,

**PART A. CONTINUED**

form G-28, USCIS application and USCIS receipts. Cell **28 Quarter Total is automatically calculated. [Cells 25-27]**

- f) **DACA renewal application completed and submitted to USCIS (Complex Case/file with G-28):** Enter the unique and unduplicated number of Naturalization applications that were completed and submitted to USCIS as part of the “Complex Case” in each month during the quarter. In the Complex Case context, application completion and submission means that an individual applicant was assisted with eligibility screening, document assembly, final review, filed a G-28 entry of appearance and application submission to USCIS by a qualified immigration service provider. For monitoring purposes records such as: copies of intake tools, screening tools, representation agreement, form G-28, USCIS application and USCIS receipts. Cell **32 Quarter Total is automatically calculated. [Cells 29-31]**

**3. DACA applicant’s racial/ethnic identity (Sum of Items 3a-3v)**

Enter the unique and unduplicated number of DACA applicants who identify with each of the racial/ethnic categories listed. **This sum is automatically calculated for editing purposes [Cells 34-55].**

- **Item 3j Indigenous** –For individuals identified in Item 5j, specify the category in the comment section of the form. The Indigenous categories include, but are not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjobal,
- **Item 3v- Other Race/Ethnicity Explanation:** If any individuals are counted in the “Other” category, specify the category and the number of individuals in the Item 5u in the comment section of the form.

**4. Language in which service was provided to DACA applicant (Sum of Items 4a through 4at).**

Enter the number of DACA applicants who were provided services in each of the language categories listed. The numbers captured in the language section is the total of applicants served in the corresponding quarter. **This sum is automatically calculated for editing purposes. [Cells 57-102]**

If any applicants are counted in any of the “Other” specify the category, enter the number of individuals in the respective explanation box in the comment section

- **Item 4ar-** Other Chinese Languages explanation box.
- **Item 4as-** Other Non-English explanation box
- **Item 4at** -Other Sign Language explanation box.

**5. DACA applicant’s country of origin (Sum of Items 5a through 5ah)**

Enter the unique and unduplicated number of DACA applicants from each of the countries listed. Count each applicant in one item only. If any individuals are counted in the “Other” category, list the applicable countries and the number of individuals in the Item 7h of the respective explanation box in the comment section. The numbers captured in the country of origin section is the total of applicants served in corresponding quarter. **This sum is automatically calculated for editing purposes. [Cells 104-137]**

**6. DACA applicant’s gender (Sum of Items 6a through 6d)**

Enter the unique and unduplicated number of DACA applicants who identify with each of the gender categories listed. Count each applicant in one item only. The numbers captured in the gender section is the total of applicants served in the corresponding quarter. **This sum is automatically calculated for editing purposes. [Cells 139-142]**

**7. DACA applicant’s age (Sum of Items 7a through 7c)**

Enter the unique and unduplicated number of DACA applicants who fall within each of the age ranges listed. Count each applicant in one item only. The numbers captured in the age section are the total of applicants served in corresponding quarter. ***This sum is automatically calculated for editing purposes. [Cells 144-145]***

**8. DACA applicant's highest level of educational attainment (Sum of Items 8a through 8g)**

Enter the unique and unduplicated number of DACA applicants who fall within each level of educational categories listed. Count each applicant in one item only. The numbers captured in the level of educational section is the total of applicants served in corresponding quarter. ***This sum is automatically calculated for editing purposes. [Cells 147-153]***

**9. DACA applicant's county of residence (Sum of Items 9a through 9bf)**

Enter the unique and unduplicated number of DACA applicants who were residing in the counties listed at the time services were provided to that individual. Count each applicant in one item only. The numbers captured in the county of residence section are the total of applicants served in the corresponding quarter. ***This sum is automatically calculated for editing purposes. [Cells 155-212]***

**PART B. ORGANIZATIONAL PRACTICES**

Part B captures qualitative information regarding organizational practices during the quarter. This includes challenge in providing services, key lessons learned, and promising practices.

**10. What challenges or barriers were discovered during the quarter?**

Provide a brief description of any challenges or barriers encountered during the quarter. ***[Cell 213]***

**11. What key lessons and/or promising practices emerged during the quarter.**

Enter brief descriptions of any key lessons learned and/or promising practices identified by the organization during the quarter. ***[Cell 214]***

**COMMENTS**

**Item 3j Indigenous:** Use this box to specify if any individuals are counted in the Indigenous category which include, but are not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjobal.

**Item 3v Other Race/Ethnicity Explanation:** Use this box to specify if any individuals are counted in the "Other" category.

**Item 4ar Other Chinese Languages Explanation:** Use this box to specify if any individuals are counted in the other Chinese languages category.

**Item 4as Other Non-English Explanation:** Use this box to specify if any individuals are counted in the other Non-English category.

**Item 4at Other Sign Language Explanation:** Use this box to specify if any individuals are counted in the other sign languages category.

**Item 5ah Other Country of Origin Explanation:** Use this box to specify if any individuals are counted in the "Other" category.

**General Comments-** Use this box to explain the following:

- Explain any major fluctuations in data.
- Provide any comments your organization determines necessary, including major changes in procedures, programming or staffing that have affected the data.

***\*This section may be left blank if there are no applicable comments for the report quarter***

## **CONTACT & SUBMISSION INFORMATION**

### **For this section enter the corresponding contact information:**

- Enter the staff's contact information who completes and submits the reporting form to the Data Systems & Survey Design Bureau (DSSDB).
- Include the name, job title or classification, telephone number, extension and e-mail address of the person to contact if there are questions about the report.
- Enter the date the report is submitted.

### **The following steps are necessary to submit the report:**

- The CDSS requires all reporting forms be submitted electronically via **e-mail** using the provided Excel automated report forms found at <http://www.cdss.ca.gov/dssdb/> and emailed individually to the corresponding email address. Each reporting form has a unique email address and each report should be sent to its corresponding email address:

**\* DACA:** [admisdaca@dss.ca.gov](mailto:admisdaca@dss.ca.gov)

- A specific naming convention has been designated for the FY 2017-18 reporting forms. For each form, use the following naming conventions and include the naming convention in the email subject line:

**\*FY 17-18 DLS- DACA “Contractor Name” Quarter # (include the quarter for the period covered)**

**Example: FY 17-18 DLS- DACA \_Canal Alliance\_Q1**

- For technical assistance or challenges with the reporting forms, contact DSSDB using the technical support e-mail: [admdssdbts@dss.ca.gov](mailto:admdssdbts@dss.ca.gov).
- For program-related content questions, contact your assigned analyst or submit your questions to: [ImmigrationServices@dss.ca.gov](mailto:ImmigrationServices@dss.ca.gov)